

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

January 11, 2023

The West Windsor Parking Authority meeting was held on Wednesday, January 11, 2023 at 6:30 p.m. in its office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550. Dial-in details were posted on the WWPA website for those participating via video conferencing.

Sunshine Law Announcement

In compliance with the Sunshine Law, a notice of this meeting's date, time, location, and agenda was mailed to the news media, posted on the Township bulletin board, and filed with the Township Clerk.

Call to Order and Roll Call

Chair Lupo called the meeting to order at 6:30 p.m. The following individuals were either present or dialed in:

Commissioners

Andy Lupo, Chair
Dan Fabrizio, Vice Chair
Michael Cerullo, Treasurer
Mike Twamley, Asst. Treasurer
Larry Katz, Secretary

Non-Commissioners

Scot MacPherson, Director of Operations
Lyle Girandola, Parking Consultant
Robert Korkuch, President, P.E., ACT Engineers Inc.
Paul Bishop, Attorney, Mason, Griffin & Pierson, P.C.
James Colitsas, CPA, Princeton Financial Group, LLC
Philip Mosca, CPA, Princeton Financial Group, LLC
Martin Whitfield, WW Council/Township Liaison
Kevin Loretucci, Officer, West Windsor Police

Comments from Audience

None present.

Reorganization - Election of Officers for 2023

Commissioner Fabrizio moved to reinstate current board member, Andy Lupo, as Chairman of the Board. Commissioner Twamley seconded the motion. In a Roll Call vote, each board member approved the motion.

Chair Lupo moved to reinstate current board members: Dan Fabrizio as Vice Chair, Michael Cerullo as Treasurer, Mike Twamley as Assistant Treasurer, and Larry Katz as Secretary. Commissioner Fabrizio seconded the motion. In a Roll Call vote, each board member approved the motion.

Adoption of Resolutions for 2023

The Parking Authority adopted three Resolutions regarding meetings as follows: Chair Lupo moved resolution 01.11.23-01 to establish the monthly meeting date as the second Wednesday at 7:00 p.m. when held in the office and 6:00 p.m. when virtual; announce Parking Authority meetings in the Trenton Times and The Princeton Packet; and set the fixed price of \$36 for a copy of the minutes. Commissioner Katz seconded the motion. Mr. MacPherson called the Roll, and the motion was unanimously approved by all board members.

Professional Services Appointments for 2023

Chair Lupo moved to approve the following professional services appointments for calendar year 2023:

- ACT Engineers, Inc. as Engineers
- Princeton Financial Group, LLC as Accountants
- McManimon, Scotland & Baumann, LLC as Bond Counsel
- Attorney, Mason, Griffin & Pierson, P.C.

Commissioner Fabrizio seconded the motion. In a Roll Call vote, each board member voted in favor of the motion.

ACTION ITEMS

Approval of Minutes (December 6, 2022 & December 27, 2022)

Commissioner Katz moved to approve the December 6, 2022 and December 27, 2022 minutes. Commissioner Twamley seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (December 6, 2022)

Mr. MacPherson reviewed the bills with the Board stating that there was nothing unusual for the month of December.

Commissioner Twamley inquired about the refund issued to an individual in the amount of \$4,037.60, and Mr. MacPherson said that the individual recently realized that the funds automatically withdrawn via ACH for their parking permit was withdrawing from their banking account twice each time because they submitted two forms. The individual was fully refunded, including all processing fees.

Chair Lupo inquired about the \$9,016 charge for Cifelli Electrical, and Mr. MacPherson said that it was to repair a few lights on the poles in the Alexander lot.

Mr. MacPherson explained that Custom Landscaping changed their name to Healthy Lawn which is reflected on the invoices.

Commissioner Fabrizio moved resolution 01.11.23-02 to approve the December bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

New West Windsor Township Council Member

Board members welcomed Martin Whitfield who has been appointed as the West Windsor Township Council Liaison to WWPA.

2022 Review

Mr. MacPherson displayed a monthly P&L from 2019 to 2023 which he uses for forecasting and actuals. He explained how he uses this document to recreate a P&L for NJ Transit. Permit parking revenue has decreased; however, daily parking has significantly increased, finishing 2022 with a net profit of approximately \$1.2m for NJ Transit.

Mr. Colitsas asked if NJ Transit discussed price structure, and Mr. MacPherson said that there has been no discussion on raising rates yet, however, increases would occur for all stations in the future.

Mr. MacPherson displayed a 2022 monthly forecast of net profit breakdown to show how NJ Transit views cost by space. Cost by space is all expenses minus one-time expenses and anything for platforms and stations. WWPA's cost to park per vehicle is \$352 which would have been higher if there were snow removal and treatment expenses. Mr. MacPherson

provides NJ Transit with this financial analysis for their knowledge. Commissioner Twamley said that the cost to park per vehicle seems to be in range of what is expected. Mr. MacPherson said that the revenue per vehicle for 2022 is \$1,033.

Mr. MacPherson stated that although lot occupancy was low in January, it was higher than last year and overflows into Wallace permit lot. Daily lots have been full and permit parking at 50% to 55% capacity. Fifty letters offering permit parking spots in Wallace were sent the first week of January.

Mr. MacPherson displayed a Lot Occupancy graph that illustrated a monthly view from January 2022 to current of each lot and the number of spaces filled. He said that Princeton University has been using their rented lot space to hold buses and delivery and construction trucks.

Mr. MacPherson said that further discussions on this topic will take place during Executive Session.

Snow Report

Mr. MacPherson stated that snow removal services have not been needed; only salting with charges of approximately \$7,800 for platforms and \$10,000 for streets.

REPORTS

Police

Officer Loretucci informed the board members on the police activity in December stating that there were 64 incidents.

Office Loretucci said that the water line construction on Station Drive was postponed due to permits. He will let Mr. MacPherson know when permits are available and when construction will begin. There will be alternating traffic during the 4-day repair, as only one lane will be open.

ACT ENGINEERS

Mr. Korkuch displayed a drawing approved by the Township of the new development plans to be built by the train station. He said that there will be two parking decks, senior housing,

apartments, and town houses. Commissioner Twamley asked if a demographic study is available that may help in determining if individuals moving into the 800 new homes are due to their interest in being closer to the train stations which could then be an issue of exceeding the capacity limit at the train stations. Mr. Korkuch will get a copy of the traffic report and the public facilities impact report.

Mr. Korkuch stated that regarding repairing the capital budget items, an inspection of the lots was performed recently which he will forward for the Board's review to discuss at the next meeting.

REPORTS (continued)

Accounting

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for December 2022 YTD is over budget by approximately \$410k and is greater than last year by about \$900k. Total permit parking income for December 2022 YTD was under budget by approximately \$245k and less than last year by about \$76k. Total daily parking income for December 2022 TYD is over budget by \$652k and greater than last year by approximately \$957k.

Total permit parking for the year is lower than the budget as well as lower than it was in the previous year. This is due to an adjustment made between permit parking and prepaid parking amounts at the end of the year. Daily parking continues to be higher than the budget and more than it was in the previous year.

Mr. Mosca said that the station maintenance accounts have been split into three groups to better identify planned and unplanned expenses: station contract, station maintenance, and station repair.

Mr. Mosca said licensing for software that is usually paid annually in January was paid in December in the amount of \$32k.

Mr. Mosca displayed charts to illustrate the cash balances in the bank accounts available to each entity as well as their income amounts for permit and daily parking. As of December, the cash balance for NJ Transit and WWPA has slightly increased due to December being a billing month.

Mr. MacPherson said that the \$65 deposits collected from individuals who apply for permit parking in the Alexander lot but are waitlisted are currently held and categorized under Deferred Permit Parking in the financial report. He and Mr. Mosca suggested recategorizing those funds under another account name so that the permit revenue does not appear inflated. He explained that this deposit balance accrued over the years from individuals who forfeited their deposits after not requesting a refund after 90 days of being offered a spot, as noted in the contract. Mr. Colitsas suggested it reside under Other Income and Expense. Mr. Mosca will make the change and share it at the next board meeting.

Administration

Mr. MacPherson discussed personal employee matters.

Mr. MacPhersons stated that there has been an increase in parking tickets.

Commissioner Twamley asked when Princeton University’s agreement expires, and Mr. MacPherson said that they have a three-year agreement that expires in 2024 with a year-to-year option to extend their agreement.

EXECUTIVE SESSION

Commissioner Katz moved that board members enter executive session to discuss NJ Transit. Commissioner Cerullo seconded the motion. Board members went into executive session at 8:32 p.m. At 9:11p.m. Chair Lupo moved that board members come out of the executive session. Commissioner Fabrizio seconded the motion.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:12 p.m.

Respectfully,

Elle Magarelli